



## State of Connecticut Department of Developmental Services

# DDS

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June 14, 2012

The Office of Policy and Management (OPM), State health and human service agencies, and non-profit providers have been discussing ways to reduce the burdens associated with the Purchase of Service (POS) contracting process. One method that has been discussed has been to create an electronic data vault into which providers could upload standard contract documents, thereby limiting the potential need for these forms to be submitted multiple times to different or individual agencies. The Department of Administrative Services (DAS) has established such an online system, called BizNet, which allows documents to be uploaded by state contractors in a PDF format and viewed by State agencies that require these forms as part of the contracting process. OPM is requiring all POS contracts or amendments initiated on or after July 1, 2012 to register as contractors in BizNet and upload the forms outlined in the attached Schedule. Companies will submit forms electronically and on an annual basis will be able to update online rather than sending to the state agencies. Those contractors not required to submit OPM Ethics Form 1 are exempt from this requirement.

As you know, most DDS providers have an existing two year contract that is in effect until 6/30/2013. Providers will be required to upload documents to Biznet for all amendments in FY2013 and the upcoming FY2014 contract. DDS will utilize the information in the BizNet document vault, to the extent possible, in lieu of non-profit providers submitting hard copies of these documents.

In addition, providers are required to update the ethics and non-discrimination documents in accordance with the requirements listed in the attached Schedule and on the OPM website. For this year, DDS is recommending providers upload the updated forms onto Biznet. This will allow private agencies to become familiar with the Biznet system and have the information available if the provider needs to amend their contract over the coming year. DDS will utilize the information, to the extent possible, for all amendments the provider may have over the coming year.

The provider will still have the option to submit the hard copy of the updated forms to the Operations Center for FY2013. However, if the provider needs to amend their contract over FY2013, then the forms will be required to be uploaded onto Biznet. Please be aware that this may cause a delay in the implementation of the amendment depending on how quickly the provider is able to work with the data vault system.

Pat Dillon, Operations Manager, will be attending the next Leadership Forums to provide additional information on Biznet. DDS will also have Pat Jacocks, Operations center Resource Manager 2, observe one provider upload the information onto Biznet. Pat will then be available to provide technical assistance to any provider that may have questions on the process. Pat Jacocks telephone number is 203-806- 8813. Her email address is [patricia.jacocks@ct.gov](mailto:patricia.jacocks@ct.gov).

Click on the link below to register your company, submit the Ethics Affidavits and Non-Discrimination forms, or update company information.

<https://www.biznet.ct.gov/AccountMaint/Login.aspx>

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